



# *Manager's Report*

## *for Council Meeting September 9, 2003*

### **FINANCE**

Listed below are new businesses licensed during this period:

#### Business Name

AAR Driver Improvement  
Aardvark Design Associates  
Alternative Solutions Inc  
Anthony's  
Azar, James M  
Banana Republic  
Bellairs, Heidi J  
Bible Factory Outlet  
Burnette Consulting Group Inc  
Circle K/ Mobile #5861 (new owner)  
Colie, Wade Walter  
Compu Com Solutions Technology  
Curtis, Emily  
Danny's Vacuum Repair  
Danya Computer Services Inc  
Draper, Amanda  
Elite's Cleaning Service  
European Gourmet Bakery Inc  
Green Pie Designs  
Heavenly Designs  
Jenkins, Kelly  
M I Interiors Inc  
Quality Kitchen and Entry Doors  
Roddy, Melodie  
Roxie Child Care  
S & B Services  
Sports Barbershop  
Stonz & Silver  
T S Designs LLC  
Terry Moy Photography  
Traci's Daycare  
Value First  
Vic's Handyman Services  
Visiting Angels

**HUMAN RESOURCES**

New Hires and Terminations for the Period August 9 through September 5, 2003

<b><u>New Hires</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Kamal Preet	Parking Booth Attendant	Finance
Somchai Ngarmkham	Maintenance Worker II	Wastewater Treatment Plant

<b><u>Resignations</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Joe Ryan	Maintenance Worker III	Wastewater Treatment Plant

<b><u>Transfers</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Troy Swartwout (formerly Parking Booth Attendant, Finance)	Maintenance Worker I	Streets Division, EPW

<b><u>Separations</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
<b><i>Resignations</i></b>		
Joe Freeze	Senior Utility Operator	Wastewater Treatment
Peggy Trainor	Purchasing Associate	Finance
Carole Craddock	Administrative Associate II	EPW
Steven Lucas	Maintenance Worker II	Streets Division, EPW
William T. Frye, Jr.	Utility Operator	Wastewater Treatment
Brian Brown	Utility Plant Supervisor	Wastewater Treatment

***Retirements***  
None

***Terminations***  
None

**PLANNING, ZONING & DEVELOPMENT**

**ZONING DIVISION**

**ZONING PERMITS ISSUED RESIDENTIAL:**

Edwards Landing 12 SFD @ \$105,000 2 SFD @ \$150,000  
 Stowers 1 SFD @ \$100,000  
 Kincaid Forest 3 SFD @ \$100,000  
 Stratford 15 SFA @ \$75,000 7 Duplex @ \$80,000  
 Potomac Crossing 2 SFD @ \$105,000  
 Georgetown Mews 1 SFD @ \$250,000  
 Potomac Station 1 SFD @ \$105,000

**ZONING PERMITS ISSUED COMMERCIAL:**

635 Potomac Station Drive NE New Commercial Retail @ \$3,000.000  
 635 Potomac Station Dr NE Retaining Wall @ \$1000,00  
 659 Potomac Station Drive NE New Commercial Retail @ \$105,000  
 655 Potomac Station Drive NE New Commercial Retail @ \$52,710  
 625 Potomac Station Drive NE New Commercial Retail @ \$424,445  
 667 Potomac Station Drive NE New Commercial Retail @ \$95,513  
 647 Potomac Station Drive NE New Commercial Retail @ \$53,235  
 649 Potomac Station Drive NE New Commercial Retail @ \$47,215

651 Potomac Station Drive NE New Commercial Retail @ \$48,685  
653 Potomac Station Drive NE New Commercial Retail @ \$52,185  
681 Potomac Station Drive NE New Commercial Retail @ \$28,130  
679 Potomac Station Drive NE New Commercial Retail @ \$60,235  
677 Potomac Station Drive NE New Commercial Retail @ \$44,730  
675 Potomac Station Drive NE New Commercial Retail @ \$44,730  
673 Potomac Station Drive NE New Commercial Retail @ \$49,000  
671 Potomac Station Drive NE New Commercial Retail @ \$44,730  
665 Potomac Station Drive NE New Commercial Retail @ \$161,175  
663 Potomac Station Drive NE New Commercial Retail @ \$175,000  
1300 Edwards Ferry RD NE New Commercial Retail Battlefield Market Place @ \$7,700,000  
517 E Market Street New Commercial @ \$150,000  
111 E. Market Street Commercial addition @ \$25,000  
606 South King Street Commercial Interior- fit in Waverly Park @ \$2,500.00  
50 Catocin Circle NE #201 Commercial Interior build-out Waterford Holdings @ \$71,452

**OCCUPANCY PERMITS ISSUES RESIDENTIAL:**

Stowers 10 SFD  
Edwards Landing 13 SFA 2 SFD  
Stratford 3 SFA/Duplex  
Kincaid Forest 3SFA SFD 1  
Potomac Station SFD 2  
Potomac Crossing 5 SFA 4 SFD  
Drymill 2 SFA

**OCCUPANCY PERMITS ISSUED COMMERCIAL:**

36A Catocin Circle SE Interior fit-in VA Village  
1093 Edwards Ferry Rd NE Interior fit-in commercial Battlefield Shopping Ctr.  
1095 Edwards Landing Rd NE Interior fit-in commercial Battlefield Shopping Ctr.  
36F Catocin Circle SE interior fit-in VA Village  
301 Whipp Drive Rec Center Pool Stratford  
15 Loudoun Street SE Interior fit-in  
800 North King Street Loudoun Co. Schools Frances Hazel Reed Elm. School  
956 Edwards Ferry RD. NE Bakery

**SPECIAL EXCEPTIONS:**

SE 2002-07 Star Pontiac, Buick & GMC: Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-12 KFC/A&W: This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission preview was held at the April 3, 2003 meeting and the public hearing was scheduled for April 17, 2003. At this meeting, at the applicant's request, the Planning Commission voted to postpone the public hearing to a future date. This date was not specified.

SE 2003-02 Leesburg Auto Finance Annex: Located at 310 Parker Court, this application is for a vehicle sales, service and storage facility use. A public hearing before the Planning Commission is scheduled for September 4, 2003.

SE 2003-03 Mobil Car Wash Addition at Battlefield Shopping Center: Located at 1017 Edwards Ferry Road, N.E. This application seeks to amend existing Board of Zoning Appeals Special Exception #90-167 to permit a 988 square foot single-lane car wash on the property leased by the existing Mobile Service Station in Battlefield Shopping Center. The plans were accepted for review on July 11, 2003 and are currently under review. The Planning Commission public hearing is scheduled for September 4, 2003.

SE 2003-05 Loudoun Motor Sports: Located at 212 Catocin Circle, S.E. (the old Southern States property), this application is for a vehicle sales, service and storage facility use. The application was accepted for review on August 29, 2003 and is currently under review.

### **REZONINGS:**

ZM 2002-01 ASE/Airport Commerce Park Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. Staff received revised plans on May 16, 2003. The Town Council public hearing was held on August 12, 2003. The Council voted 7-0 to approve the amendment under Ordinance No. 2003-0-10.

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezoning 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The plans are currently under review. The Planning Commission public hearing has been rescheduled at Applicant's request to provide additional time for staff and the applicant to address outstanding issues.

ZM 2003-02 Beauregard Overlook Concept Plan Amendment: The applicant Elite Investment & Management Group, Inc. is seeking to amend rezoning #ZM-73 and #ZM-102 by amending the Concept Plan to permit 43 single-family detached lots in a residential cluster on 14.99 acres (an increase of 18 lots over the 25 lots currently permitted) zoned R-4. The plans were accepted for review on July 11, 2003 and are currently under review. The Planning Commission public hearing has been rescheduled to provide additional time for staff and the applicant to address outstanding issues.

ZM 2003-03 Leesburg Central Rezoning: The applicant James D. Turner is seeking to rezone six (6) parcels zoned B-1 and RHD to B-1 with a Concept Plan and Proffers to build approximately 23,500 square feet of commercial office space with some additional retail space. The plans were accepted for review on August 22, 2003 and are currently under review. The property is located at the southeast quadrant of the intersection of Loudoun Street and Harrison Street.

### **ZONING ORDINANCE AMENDMENTS**

ZOAM 03-02 Modification of Buffer Yard Requirements: Zoning Ordinance amendments to Section 12.8.5 Modification of Screening and Buffer-Yard Requirements to authorize Council to modify screening and buffer-yard requirements as part of a special exception approval. At the post-public hearing meeting on July 3, 2003 the Planning Commission recommended against the proposed Zoning Ordinance amendments by a vote of 4-0-3. The Town Council public hearing was held on August 12, 2003. A vote is scheduled for the September 9, 2003 Council meeting.

### **BOARD OF ZONING APPEALS CASES**

There were no cases filed for the Board of Zoning Appeals September meeting.

**PLANNING DIVISION:**

**MANAGER'S REPORT  
DIVISION OF CURRENT PLANNING  
PLAN REVIEW ACTIVITY**

**PLANS REVIEWED DURING THE PERIOD OF:  
AUGUST 20, 2003 – SEPTEMBER 2, 2003**

<b>Project Name</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Tavistock Farms Goddard Daycare	Revision to Approved Preliminary/Final Development Plan	2 <sup>nd</sup>	
First Citizens Bank	Preliminary/Final Development Plan	3 <sup>rd</sup>	
7 Union Street	Minor Subdivision Plat	2 <sup>nd</sup>	
Catoctin Circle Center	Preliminary/Final Development Plan		
Loudoun County High School Parking Lot Lighting	No Adverse Impact Plan	3 <sup>rd</sup>	
Loudoun County Adult Detention Center	Loudoun County Referral	2 <sup>nd</sup>	
Edwards Landing, Phase 3	Revised Landscape Plan	2 <sup>nd</sup>	
Chevy Chase Bank @ Potomac Station Retail, Parcel B	Preliminary/Final Development Plan	3 <sup>rd</sup>	
Stratford Ryland, Landbay "E" (MF) Off-Site Easements	Easement Plat	1 <sup>st</sup>	Various easements
Stratford Ryland, Landbay "E" (MF)	Revision to Approved Development Plan	1 <sup>st</sup>	

**PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:  
AUGUST 20, 2003 – SEPTEMBER 2, 2003**

<b>Project Name</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Potomac Station, Section 10	Revised Construction Drawings	1 <sup>st</sup>	
Panera Bread @ Leesburg Corner Outlet Mall	Boundary Line Adjustment	2 <sup>nd</sup>	
Tavistock Farms Goddard Daycare	Revision to Approved Preliminary/Final Development Plan	2 <sup>nd</sup>	
First Citizens Bank	Preliminary/Final Development Plan	3 <sup>rd</sup>	
7 Union Street	Minor Subdivision Plat	2 <sup>nd</sup>	
Catoctin Circle Center	Preliminary/Final Development Plan		

Loudoun County High School Parking Lot Lighting	No Adverse Impact Plan	3 <sup>rd</sup>	
Loudoun County Adult Detention Center	Loudoun County Referral	2 <sup>nd</sup>	
Roncaglione (29 Sycolin Road) Office Building	Preliminary/Final Development Plan	1 <sup>st</sup>	9395 square foot building addition and related infrastructure improvements
Potomac Station, Section 10	Correction Plat	1 <sup>st</sup>	Plat to adjust certain previously recorded boundary lines
Stratford Ryland, Landbay "E" (MF) Off-Site Easements	Easement Plat	1 <sup>st</sup>	Various easements
Stowers, Phase 2, Section 3	Construction Drawings	5 <sup>th</sup>	
Barber & Ross	Preliminary Development Plan	1 <sup>st</sup>	

### **WATER & SEWER ADMINISTRATION**

- During this time frame there were 66 Public Facility Permits issued totaling \$1,255,863.00
- 75 work orders issued for meter sets and 50 requests for occupancy inspection were issued.

### **Capital Projects Update**

- Water Meter Conversion – to date, approximately 50% or 5,800 water meters have been converted to the Hexagram fixed based network and are producing reliable readings.
- Sewer System Improvements – Cardinal Park and Phase II projects have been completed. We are awaiting final invoice and contract close out.
- During this period, five plans were received for review within the service area, and one request was processed for water and sewer system modeling.
- Design workshops for expansion of the Water Treatment Plant and Water Pollution Control Plant (WPCP) are in progress and proceeding according to schedule.
- The final plans have been received for the Utility Lines Division (ULD) maintenance facility. Copies have been forwarded to reviewing agencies and are waiting on comments.
- Preliminary report for Woodlea Mini-Pressure Zone has been reviewed and comments sent to engineer. Final design is on its way. The 60% construction drawings are expected by end of August.
- Preliminary report for extension of water to Leeland Heights has been received and reviewed.
- Governor Warner has appointed Steve Cawthron, Superintendent Water Pollution Control Division (WPCD), to a second four-year term on the Virginia Board of Waterworks and Wastewater Works Operators. This board recommends legislative changes establishes administrative regulation, and enforces these regulations for licensed water and wastewater operators. Governor Gilmore previously appointed Mr. Cawthron to this board in 1999, and has since served as Vice-chairman for 2 years and is the current Chairman.

- The Utilities Department (Water Pollution Control Division) applied for and was awarded one of the Virginia Municipal League's (VML) 2003 Achievement Awards. The town's entry describing its Sustainable Biosolid Fertilizer Program was judged as the best project or program in the category for localities with populations between 10,001 and 35,000. Congratulations to Steve Cawthron, Ed Rockholt and all those involved in this project!

**TOWN OF LEESBURG**

Full-time vacancies as of September 5, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i><b>Town Mgr</b></i>	1	Asst to the Town Manager	7/1/03	√	√	√	√	√	√
	1	Library Manager	6/16/03	√	√				
<i><b>Airport</b></i>	1	Airport Director	7/1/03	√	√				
<i><b>Econ Dev</b></i>	1	Administrative Associate II	3/9/01	√	√	<u>On hold*</u>			
<i><b>Eng &amp; PW</b></i>	1	Senior Engineer	7/1/02	√	√				
	1	Administrative Associate II	8/1/03	√	√				
	1	Maintenance Worker II	8/20/03	√	√				
<i><b>Finance</b></i>	1	Meter Technician	7/30/03	√	√				
	1	Purchasing Associate	8/12/03	√	√				
<i><b>P&amp;R</b></i>	1	Groundskeeper	7/14/03	√	√	√	√	√	√
<i><b>P&amp;Z</b></i>	1	Sr Planner (2 <sup>nd</sup> recruitment)	7/1/02	√	√				
	1	Sr Planner	7/1/02	√	√	√	√	<u>On hold*</u>	
<i><b>Police</b></i>	1	Admin Assoc II	12/1/02	√	√	<u>Frozen**</u>			
	1	Communications Tech I	5/29/03	√	√				
	1	Communications Tech I	7/24/03	√	√				
<i><b>Util Admin</b></i>	1	Senior Engineer	7/1/02	<u>On hold*</u>					
<i><b>Util Lines</b></i>	1	Util Maint Wrkr III	7/1/03	√	√				
	1	Administrative Associate I	7/24/03	√	√	√	√	√	√
<i><b>WaterPlant</b></i>	1	Util Operator or Trainee	9/14/03	√					
<i><b>WPCF</b></i>	1	Asst Superintendent Ops	7/1/03	√	√	√	√	√	√
	1	Util Plant Supervisor	8/1/03						
	1	Sr. Util Plant Operator	7/1/03	√	√				
	1	Util Maint Wrkr III	7/1/03	√	√	√	√		
<b><u>TOTAL</u></b>	23								

\*On hold = Department is not actively recruiting this position.

\*\*Frozen = For budgetary reasons, Department has identified this position to remain vacant for the rest of the fiscal year.

R. S. Noe